



**Monthly BST Sponsor Meeting**  
**November 28, 2006**  
**10 am – 11 am**

**ATTENDEES**

Margaret Wiggins, AOC	Bennie Aiken, DCCPS	Bob Giannuzzi, ITS
Rick Stone, DCR	Trisch Amend, NCHFA	Beverly Harris, SHP
Margaret Bode, NC Lottery	Alan Sanders, DOJ	Denise Sessoms, Commerce
Tracy Little, DOC	Steve Ghabel, DOT	Kathy Gruer, DHHS
Dusty Wall, OSP	N. David Smith, Agriculture	Laketha Miller, DHHS
Pam Wortham, Treasurer	Jane Phillips, CommColleges	Pam Wortham, Treasurer
Keith McCombs, DOR	Angela Faulk, DOT	Herb Henderson, DOT
Stephanie King, DOT	Gary Thomas, DOT	Earlene Hicks, SHP
Keith Batchelor, ESC	Cecilia Edgar, Wildlife	McKinley Wooten, DOA
John Eley, DJJDP	Rod Davis, DENR	Lorrie Dollar, Auditor
Ed McBride, NCSSM	James Forte, Auditor	Mark Foster, DOT
Lowell Magee, BEACON	Bob Fritz, BEACON	Edward Brodsky, BEACON
Tim Poppema, BEACON	Tyler Jones, BEACON	Libby Williams, BEACON
Chris Loso, BEACON	Jill Denning, BEACON	

**AGENDA ITEMS**

**Project Update and Scope Definition – Lowell Magee**

- Department of Revenue moved to Group 1 – January 2008 Go-Live
- Total employees in Jan. 2008 Group 1 rollout: 38,321
- Total employees in April 2008 Group 2 rollout: 43,595
- Existing PMIS, Central Payroll and DOT Payroll programs will begin to sunset in 2008
  - DOT Payroll will be the first to sunset
  - PMIS will continue to be accessible for some functions
  - Group 2 agencies will continue to use Central Payroll until they transition to BEACON in April 2008
- BEACON will set up transition centers across the state to help with deployment – watch for more details soon.

**Leadership Action Plan – Edward Brodsky**

- Key point from discussion: in August 2007 BEACON will begin User Acceptance Testing; it is important that leaders ensure that their staff are available to help us test during this critical phase of the project.

### **Training Update – Bob Fritz**

- The training team of Shirley Patterson and Bob Fritz has been in place for about a month; current activities include developing high-level training plan and gathering data (about 50 percent collected).
- Once data is collected, will be delving into greater detail soon re: user needs (how many need training, where they are located, what their PC skills are, etc.)

### **Change/Workforce Transition Agents Update – Libby Williams**

- The Change/Workforce Transition (WFT) Agent kickoff meeting will take place on Dec. 6; one morning and one afternoon session
- HR Directors were sent a courtesy invite as well
- If the person listed as the Change/WFT Agent for your agency is not correct, please send changes to Libby Williams at [Libby.Williams@ncosc.net](mailto:Libby.Williams@ncosc.net).

### **Communications Update – Tyler Jones**

- Developing key messages for next several months for both Group 1 and 2 agencies
- The next Communications Agent meeting will be held Nov. 29
- Have met with Group 1 Communications Agents; plan to meet with Group 2 agents by end of January

### **Upcoming Project Activities – Edward Brodsky**

- Future BST Meetings will include representatives from the BEACON Functional teams to give more specific project updates
- What is needed from Sponsors:
  - Start addressing resource issues
  - Communicate BEACON HR/Payroll Project information to agencies
  - Send updated Training Agent contact information to [Shirley.Patterson@ncosc.net](mailto:Shirley.Patterson@ncosc.net)
- What you can expect from BEACON Team:
  - Facilitate on-boarding workshop for the Change/Workforce Transition Agents
  - Schedule training agent interviews
  - Present a high level project plan and Blueprint findings

### **Upcoming Meetings**

- Tuesday, January 23, 2007 (10-11 am)
- Tuesday, February 20, 2007 (10-11 am)
- Tuesday, March 20, 2007 (10-11 am)
- Tuesday, April 17, 2007 (10-11 am)

### **BEACON HR/Payroll Project Change/Communications Team Contacts**

- Change/Communications Lead = Edward Brodsky – [edward.brodsky@ncosc.net](mailto:edward.brodsky@ncosc.net), 919-431-6520
- Communications Lead = Tyler Jones – [tyler.jones@ncosc.net](mailto:tyler.jones@ncosc.net), 919-431-6523
- Change/WFT Lead = Libby Williams – [libby.williams@ncosc.net](mailto:libby.williams@ncosc.net), 919-431-6623
- Training Lead = Shirley Patterson – [Shirley.patterson@ncosc.net](mailto:Shirley.patterson@ncosc.net), 919-431-6626

## **BST SPONSOR QUESTIONS AND ANSWERS**

### **Will Employee Self Service (ESS) be available when BEACON goes live in the agencies?**

Yes – ESS will be available at go-live. Employees will also be able to see their paychecks online.

### **There have been some concerns about being able to view employees' confidential data during the testing phase. How will that data be protected?**

BEACON has purchased software that will “scramble” the data so identifying information will not be recognizable as real employees. The integrity of the data will remain intact, however.

### **What is the leadership memoranda mentioned in the leadership activity presentation?**

The BEACON team has drafted an initial memorandum that agency secretaries can use to show their support of the BEACON project. It can be modified to match agency style or specific information that needs to be shared. We anticipate sending out additional memos throughout the next year on various topics that agency secretaries can use to communicate their support of BEACON to their staff.

### **Is there an estimate of how much time agency staff will need to dedicate to the testing that starts late this summer?**

The team anticipates that testing will begin in August and will last approximately three months. However, to ensure that BEACON does not put an undue burden on any agency, we anticipate that agency representatives will be asked to come in for testing over a 3-4 day timeframe, for anywhere from two to three weeks total during the testing period.

### **My agency is going live in April – will the mid-year change have an impact on how we put together financial statements?**

BEACON will perform a year to date conversion of all financial data from the old system. Employees will only receive one W-2 form at the end of the year as well.

### **When will we receive a copy of the blueprint document? Will we have a chance to make comments?**

We are still working on the details about how the blueprint document will be communicated; most likely it will be distributed in January. You can still make comments, especially if you see that the team made errors or missed critical information.